

**Department of Health and Human Services  
Administration for Children and Families**

**Program Office:** Office of Community Services

**Funding Opportunity Title:** CSBG Training and Technical Assistance (T/TA)  
Program: Earned Income Tax Credit (EITC) and Other  
Asset Formation Opportunities

**Announcement Type:** Initial - Grant

**Funding Opportunity Number:** HHS-2006-ACF-OCS-ET-0086

**CFDA Number:** 93.570

**Due Date for Applications:** **05/01/2006**

**Executive Summary:**

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) announces that competing applications will be accepted for a grant pursuant to the Secretary's authority under section 678A of the Community Services Block Grant (CSBG) Act.

The CSBG Training and Technical Assistance (T/TA) Program: Earned Income Tax Credit (EITC) and Other Asset Formation Opportunities will fund up to 10 capacity-building collaborations that create or expand asset formation and financial literacy services offered by eligible entities funded under CSBG Program in support of national community action Goal 1 ("Low Income People Become More Self-sufficient").

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**I. FUNDING OPPORTUNITY DESCRIPTION**

**Legislative Authority**

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) announces that competing applications will be accepted for the CSBG Training and Technical Assistance (T/TA) Program: Earned Income Tax Credit (EITC) and Other Asset Formation Opportunities. The legislative authority for these grants is section 678A of the

Community Services Block Grant (CSBG) Act, as amended, by the Community Opportunities, Accountability, and Training and Educational Services (COATES) Human Services Reauthorization Act of 1998 Public Law (P.L.) 105-285.

This action will fund up to 10 capacity-building collaborations that create or expand asset formation and financial literacy services offered by eligible entities funded under the CSBG Program in support of national community action Goal 1 ("Low Income People Become More Self-sufficient").

## **Description**

OCS is committed to promoting and funding projects that use asset formation financial strategies to increase disposable earned income in low-income households and to help direct the use of that income toward asset formation. We view such strategies as viable and innovative approaches to empowering low-income individuals and families to become more self-sufficient and self-reliant. As part of an OCS initiative, we are forming partnerships and encouraging the creation or strengthening of partnerships aimed at increasing the financial education, literacy and asset formation of low-wage earning households.

The EITC is a refundable Federal tax credit designed to encourage employment in low-income families and to offset the effects of Medicare and Social Security payroll taxes on working-poor families. EITC is widely viewed as a key support in welfare-to-work and asset-building strategies. EITC is regarded not only as an income supplement to meet immediate expenses, but also as a resource that might be directed toward asset-building strategies. Low-income families can be assisted to use the credit to accrue wealth, achieve economic self-sufficiency, and break the cycle of poverty.

Up to 30 percent of low-income families do not have a checking or savings account with a financial institution, have poor financial management skills and/or credit record, and need assistance with asset-building strategies; therefore, finding a way to link the EITC to affordable banking services, financial literacy, and savings and asset-building options is critical. According to recent studies by the Government Accountability Office, a substantial number of eligible individuals and families fail to claim EITC. OCS seeks to lower the number of eligible households entitled to, but not receiving, this benefit. OCS also seeks to expand the use of the credit as an asset-building resource.

Funds will be awarded to provide capacity-building assistance that enables local, state or regional CSBG networks to plan, establish, improve or expand asset formation and financial service opportunities for eligible individuals and families. The projects carried out by these networks should be designed to help low-wage earners, at or near the poverty level, become more astute in areas such as money management and other financial services. Additionally, the projects carried out by these networks must offer services that help eligible clients take advantage of asset formation opportunities, increase disposable income, build financial resources and enable them to make wiser financial decisions that ultimately help the community thrive and become more economically stable.

Formal State CSBG Lead Agencies and State Community Action Agency (CAA) Association partnerships are especially encouraged. OCS realizes that CSBG service providers will be most effective in helping low-income individuals and families increase assets and financial literacy when they partner with others in the community. Therefore, applications that show collaborations with other community-based organizations and institutions are also strongly encouraged.

Successful applicants for these grants must have a plan for assisting the CSBG network's ability to provide EITC outreach, free tax preparation, and other financial and asset formation services and training within the Community Services Network. At a minimum, all projects funded in this area must present proof that within the collaborative there exists a partner with demonstrated experience in the delivery of EITC outreach and free tax preparation services, and should include a description (letters of agreement or memoranda of understanding, see *Section V.1 Third Party Agreements*) of the nature of the existing or proposed working relationship with the local Internal Revenue Service (IRS) territory office. Applicants must also describe how their proposed plan and training curriculum will improve or expand the access of eligible low-income families and individuals to tax preparation and asset formation information and services beyond the scope of the current offerings, as well as identifying constituencies who have been underserved with these programs.

Successful applicants will propose projects that will affect more than one local CSBG service area. This program is not appropriate for projects proposing stand-alone services that affect and target only one particular community. Formal State CSBG Lead Agencies and State CAA Association partnerships and Community Service Network collaborations that address the needs of rural communities are especially encouraged to apply for these funds and will receive priority consideration for funding.

The application must clearly show the roles and responsibilities of each collaborating partner. Letters of agreement and memoranda of understanding on agency letterhead with signatures from persons authorized to act on behalf of the collaborating partner(s) must be included in the application as referenced in the Checklist in *Section IV* and *Section V*.

Innovation is encouraged; however, the following are examples of asset formation and financial literacy activities that OCS seeks to expand the CSBG network's ability to:

- Help eligible, former Temporary Assistance for Needy Families (TANF) clients with earnings in a tax year (closed cases for 2004) to apply for and receive the Federal and/or State, whichever is appropriate, EITC and other cash benefits or services to which they are entitled.
- Ensure that staff and volunteers of local CSBG-funded organizations and/or their partners are trained and certified to provide free tax preparation services.
- Recruit, support, and retain qualified volunteers committed to the goals of the initiative.
- Facilitate outreach to TANF clients through hiring staff or training volunteers responsible for specific outreach to this community. TANF client outreach should include education on the EITC, filing requirements, and information provided about available free income

tax services offered by the agency and/or available in the community. Former TANF clients should be scheduled for a free income tax filing appointment.

- Provide life skills education that helps low-income individuals and families learn and apply effective household management and budgeting techniques.
- Help clients establish and use banking and financial services, such as checking and savings accounts, thereby reducing or eliminating their reliance on the high-fee, high interest check cashing and loan services that are prevalent and widely used in low-income neighborhoods.
- Present materials in different languages based on the needs of eligible households.
- Assist families and individuals to boost savings in Individual Development Accounts (IDAs) and/or to participate in other asset-building opportunities such as pre-purchase and post-purchase housing support, 529 college savings plans, and other asset tools.

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## **II. AWARD INFORMATION**

<b>Funding Instrument Type:</b>	Grant
<b>Anticipated Total Priority Area Funding:</b>	\$500,000
<b>Anticipated Number of Awards:</b>	10
<b>Ceiling on Amount of Individual Awards:</b>	\$50,000 per budget period
<b>Floor on Amount of Individual Awards:</b>	None
<b>Average Projected Award Amount:</b>	\$50,000 per budget period
<b>Length of Project Periods:</b>	12-month project and budget period

**Awards under this announcement are subject to the availability of funds.**

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## **III. ELIGIBILITY INFORMATION**

### **1. Eligible Applicants:**

As prescribed by the CSBG Act, as amended (P.L. 105-285, section 678A(c)(2), the only eligible applicants for these grants are Statewide or local organizations or associations that are CSBG Eligible Entities with demonstrated expertise in providing training to individuals and organizations on methods of effectively addressing the needs of low-income families and communities.

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

**2. Cost Sharing or Matching: None**

**3. Other:**

**D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

**Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

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## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package:**

Dr. Margaret Washnitzer  
Office of Community Services Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209  
Phone: 800-281-9519  
Email: [OCS@lcnnet.com](mailto:OCS@lcnnet.com)

### **2. Content and Form of Application Submission:**

#### **Number of Projects in Application**

Each application may include only one proposed project.

### **Forms and Certifications**

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at:  
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at:  
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

### **Electronic Submission**

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

**IMPORTANT NOTE:** Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. *You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.***
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.



- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov) to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

### **Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

## **3. Submission Dates and Times:**

### **Due Date for Applications: 05/01/2006**

#### **Explanation of Due Dates**

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

#### **Mail**

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

#### **Hand Delivery**

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date

referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

### **Electronic Submission**

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

### **Late Applications**

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.**

### **Extension of Deadlines**

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

### **Checklist**

You may use the checklist below as a guide when preparing your application package.

<b>What to Submit</b>	<b>Required Content</b>	<b>Required Form or Format</b>	<b>When to Submit</b>
SF-424	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.

SF-424A	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Third Party Agreements	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Assurances	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By date of award.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.

## Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under "Grant Related Documents and Forms", "Survey for Private, Non-Profit Grant Applicants", titled, "Survey on Ensuring Equal Opportunity for Applicants", at:  
<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.

## 4. Intergovernmental Review:

### State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants

Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

## **5. Funding Restrictions:**

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

### *Sub-Contracting or Delegating Projects*

OCS will not fund any project where the role of the applicant is primarily to serve as a conduit for funds to organizations other than the applicant. The applicant must have a substantive role in the implementation of the project for which funding is requested. This prohibition does not bar the making of sub-grants or sub-contracting for specific services or activities that are needed to conduct the project.

## **6. Other Submission Requirements:**

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

### **Submission by Mail**

U.S. Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209

### **Hand Delivery**

U. S. Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services Operations Center

1515 Wilson Blvd., Suite 100  
Arlington, VA 22209

### **Electronic Submission**

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

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## **V. APPLICATION REVIEW INFORMATION**

### **The Paperwork Reduction Act of 1995 (P.L. 104-13)**

Public reporting burden for this collection of information is estimated to average 25 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

### **1. Criteria:**

#### **Part I THE PROJECT DESCRIPTION OVERVIEW**

##### **PURPOSE**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

##### **GENERAL EXPECTATIONS AND INSTRUCTIONS**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities

that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

## Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

### INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

### PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

### OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

### RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

Describe the population to be served by the CSBG T/TA EITC Program in the service area and the number of free tax services and asset formation activities that will be targeted to the target population. Explain how the project will increase the Community Services Network's capacity to reach the targeted population and how it will benefit participants, including, how it will enable the Community Services Network to support individuals to become more economically self-sufficient.

## APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

Account for all functions or activities identified in the application, such as: free tax preparation, financial literacy training, and asset-building activities.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

## EVALUATION

Provide a narrative addressing how the conduct of the project and the results of the project will be evaluated. In addressing the evaluation of results, state how you will determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

## ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

### ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s);



contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

### **THIRD-PARTY AGREEMENTS**

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

### **BUDGET AND BUDGET JUSTIFICATION**

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### **EVALUATION CRITERIA:**

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

#### APPROACH - 40 points

- 1) The application will be evaluated to the extent that it describes a work program that is results-oriented, approximately related to the legislative mandate and specifically related to the program description under which funds are being requested; and addresses the following: specific outcomes to be achieved; discussion of how the project will verify the achievement of these targets and the data collection methodology to be used; the way that tax preparation training will be accomplished; individuals, families and households served; proposed linkage and outcomes to asset-building activities; critical milestones that must be achieved if results are to be gained; organizational support; the level of support from the applicant organization; past performance in similar work; and specific resources contributed to the project that are critical to success.
- 2) The application will be evaluated to the extent that it defines the comprehensive nature of the project and methods that will be used to ensure that the results can be used to address a Statewide or nationwide project as defined by the description of the particular program area.
- 3) The application will be evaluated to the extent that it ensures that the needs of CSBG Eligible Entities and programs relating to improving program quality are addressed to the maximum extent feasible.
- 4) The application will be evaluated to the extent that it incorporates mechanisms to ensure responsiveness to local needs, including an ongoing procedure for obtaining input from the national and State networks of CSBG Eligible Entities.

#### ORGANIZATIONAL PROFILES - 20 points

- 1) The application will be evaluated to the extent that the applicant demonstrates that it has experience and a successful record of accomplishment relevant to the specific activities it proposes to accomplish.
- 2) If the applicant proposes to provide T/TA, the application will be evaluated to the extent that it details the organization's ability to provide those services on a community services network-wide basis. If applicable, information provided by the applicant may also address the related achievements and competence of each cooperating or sponsoring organization.
- 3) The application will be evaluated to the extent that it describes, for example in a resume, the experience and skills of the proposed project director and primary staff and demonstrates specific qualifications and professional experiences that is relevant to the successful implementation of the proposed project.

- 4) The application will be evaluated to the extent the applicant describes how it will involve partners in the Community Services Network, the IRS, and other asset-building projects including the Assets for Independence Act (AFIA) grantees in its activities. Where appropriate, the applicant may describe how it will interface with other related organizations.
- 5) The application will be evaluated to the extent the applicant describes how the needs of rural communities and small towns will be addressed.
- 6) If sub-contracts are proposed, the application will be evaluated to the extent the applicant documents the willingness and capacity of the subcontracting organization(s) to participate as described.

#### OBJECTIVES AND NEED FOR ASSISTANCE - 20 points

- 1) The application will be evaluated to the extent that it documents that the proposed project addresses vital needs related to the program purposes and provides statistics and other data and information in support of its contention.
- 2) The application will be evaluated to the extent that it provides current supporting documentation or other testimonies regarding needs from State CSBG Directors, State CAA Associations and local service providers and/or State and Regional organizations of State CAA Associations and other local service providers, including the IRS.

#### RESULTS OR BENEFITS EXPECTED - 15 points

- 1) The application will be evaluated to the extent that the applicant describes how the project will assure long-term program and management improvements for State CSBG offices, State and/or regional CAA Associations, State CAA Associations and/or other local providers of CSBG services and activities.
- 2) If the application proposes a project with a T/TA focus, the application will be evaluated to the extent the applicant indicates the number of organizations and/or staff that will benefit from those services.
- 3) The application will be evaluated to the extent that it describes the mechanism(s) to be used to collect data about EITC outreach, returns prepared, total EITC claimed, the number of individuals and families engaged in financial literacy and/or asset formation strategies, how the applicant can assure collections from a significant number of State partners, and the number of State partners willing to submit data to the applicant.
- 4) If the applicant proposes to develop a symposium series or other policy-related project(s), the application will be evaluated to the extent that it identifies the number and types of beneficiaries.
- 5) The application will be evaluated to the extent that it describes methods of securing participant feedback and evaluations of activities.

## BUDGET AND BUDGET JUSTIFICATION - 5 points

- 1) The application will be evaluated to the extent that it indicates that the resources requested are reasonable and adequate to accomplish the project.
- 2) The application will be evaluated to the extent that it indicates that the total costs of the project are reasonable and consistent with anticipated results.

### **2. Review and Selection Process:**

No grant award will be made under this announcement on the basis of an incomplete application.

#### *Initial OCS Screening*

All applications must comply with the following requirements:

Each application submitted to OCS will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the ceiling.

#### *OCS Evaluation of Applications*

Applications that pass the initial OCS screening will be reviewed and rated by a panel based on the program elements and evaluation criteria presented in relevant sections of this program announcement.

The evaluation criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application. The review panel awards points only to applications that are responsive to the program elements and relevant evaluation criteria within the context of this program announcement.

The OCS Director and the program staff use the reviewer scores when considering competing applications. Reviewer scores will weigh heavily in funding decisions, but will not be the only factors considered.

Applications generally will be considered in order of the average scores assigned by the review panel. Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. These other considerations include, for example: the timely and proper completion by the applicant of projects funded with OCS funds granted in the last five years; comments of reviewers and government officials; staff evaluation and input; amount and duration of the grant requested and the proposed project's consistency and harmony with OCS goals and policy; geographic distribution of applications; previous program performance of applicants; compliance with grant terms under previous Department of Health and Human

Services grants, audit reports; investigative reports; and an applicant's progress in resolving any final audit disallowances on previous OCS or other Federal agency grants.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

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## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices:**

The successful applicants will be notified through the issuance of a Financial Assistance Award document which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

### **2. Administrative and National Policy Requirements:**

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at <http://www.os.dhhs.gov/fbc/waisgate21.pdf>.

### **3. Reporting Requirements:**

Grantees will be required to submit program progress and financial reports (SF-269 found at <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Semi-Annually  
Financial Reports: Semi-Annually

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## **VII. AGENCY CONTACTS**

### **Program Office Contact:**

Dr. Margaret Washnitzer  
Department of Health and Human Services  
Administration for Children and Families  
Office of Community Services Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209  
Phone: 800-281-9519  
Email: [OCS@lcgnet.com](mailto:OCS@lcgnet.com)

### **Grants Management Office Contact:**

Barbara Ziegler Johnson, Grants Management Officer  
Division of Discretionary Grants  
Administration for Children and Families  
Office of Community Services Operations Center  
1515 Wilson Blvd., Suite 100  
Arlington, VA 22209  
Phone: 800-281-9519  
Email: [OCS@lcgnet.com](mailto:OCS@lcgnet.com)

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## **VIII. OTHER INFORMATION**

Additional information about this program and its purpose can be located on the following website: <http://www.acf.hhs.gov/programs/ocs>.

**Date: 02/17/2006**

Josephine B. Robinson  
Director  
Office of Community Services